INSTRUCTION LETTER FOR SABANCI UNIVERSITY GRADUATE PROGRAMS

SECTION ONE
Purpose, Scope, Basis and Definitions

Purpose
ARTICLE 1 - (1) This instruction letter sets the principles of graduate education in the Faculties of Sabancı University.

Scope
ARTICLE 2- (1) This instruction letter is scope of education principles of master's and doctorate programs .

Basis
ARTICLE 3- (1) The By-laws have been based on the Higher Education dated 4 November 1981 and numbered 2547, and the Article 14.

Definitions
ARTICLE 4- (1) The following terms in the By-laws will have the meanings ascribed to them herein:
a) Academic Council: The academic council of Sabancı University
b) ECTS: European Credit Transfer System.
c) ALES: Academic Personnel and Graduate Education Exam held by Student Selection and Placement Centre (ÖSYM).
c) Graduate School: The Graduate School of Engineering and Natural Sciences and Social Sciences of Sabancı University,
d) Graduate School Administrative Board: The Graduate School Board of related Administrative Board of Graduate School
e) Graduate School Board: Related Board of Graduate School of Sabancı University
f) Board of Trustees: The Sabancı University Board of Trustees,
g) Student: The student is enrolled in Graduate School for education.
g) Student Resources Unit: The Student Resources Unit of Sabancı University
h) President: The President of Sabancı University.
i) SU credit: Sabancı University Credit determined by International Credit System.
i) University (SU): Sabancı University.

SECTION TWO
General Provisions

Language of Instruction
ARTICLE 5- (1) The language of instruction in SU is English; however the courses approved by the Academic Council are made in Turkish.
(2) Turkish education programs can be offered by the decision of Academic Council and with the approval of Board of Trustees.
**Academic Year**

**ARTICLE 6-** (1) An academic year consists of minimum fourteen weeks fall and spring semesters. Some of the graduate programs may also have a compulsory summer semester that the period is designated by Graduate School Administrative Board. Final exams for semesters are not included in the specified periods. In addition, graduate courses can be opened in the summer term opened upon the approval of the Academic Council.

(2) Dates regarding applications, registrations, examinations, fees and graduation processes are stated in the academic calendar approved by the Academic Council.

**Student Quotas and Admissions**

**ARTICLE 7-(1) The number of students to be admitted to graduate degree programs are determined by the proposal of graduate schools and approval of the President.**

(2) An applicant should have an undergraduate diploma in order to be admitted to master's programs. For admission to PhD programs, an applicant should have an undergraduate degree or a master’s degree with thesis. Candidates currently enrolled to undergraduate program during the application for master programs and candidates currently enrolled to undergraduate program or master program during the application for Doctorate programs, should complete their education until the end of the University Enrollment period announced.

(3) Coordination of graduate programs in the Graduate Schools of SU are carried out by an Graduate School Board assigned for each Graduate School upon the recommendation of the Director of the related Graduate School and approval of the President of the University.

(4) The Admission Jury consisting of at least 3 or 5 faculty members will be formed by the related Graduate School Director to evaluate the applications for graduate programs.

(5) In order to apply for master’s programs with thesis or non-thesis, required conditions and documents (transcript, reference letter, an essay stating the reason for having graduate education, international standart exams, etc) are approved by Academic Council after determining by the Graduate School Board. The decision for whether ALES score is requested or not and the minimum score for ALES, if requested, is determined by the Graduate School for candidates who apply for master’s program without thesis. Minimum score for ALES stated in the admission requirements should not be less than 55 for master’s program with thesis. Exams which are accepted as the equivalent of ALES specified by Higher Education Council can be valid for ALES during the application. The Jury builds up a recommendation on the acceptance of the applicants, who apply to master’s programs with thesis or non-thesis, according to the admission requirements specified. Admission is finalized by the approval of the President upon the recommendation of the Jury stated in the related Graduate School Board decision and announced to the applicant. In the admission stage for master's degree programs offered as thesis and non-thesis, the final decision for which one the prospect is admitted to is stated on the final admission decision.
(6) It is required to have obtained at least the minimum score from ALES determined by the Graduate School Board for the applied program in the relevant score type, which is at least 80 for applicants for doctoral programs with undergraduate degree, and at least 55 for applicants for doctoral programs with master’s degree. Master’s degree GPA, interviews and written exam results are taken into account if necessary, for the candidates applying to doctoral programs with master’s degree with thesis besides the ALES score determined by the Graduate School Boards. Equivalent exams accepted by Higher Education Council can also be used in place of ALES. Applicants for doctoral programs with undergraduate degree should have a minimum cumulative GPA of 3.00/4.00 or its equivalent. In order to apply for master’s programs with thesis or non-thesis, conditions and required documents (transcript, reference letter, an essay stating the reason for having graduate education, international standart exams etc) are approved by Academic Council after determining by the Graduate School Board. Admission is finalized by the approval of the President upon the recommendation of the Jury stated in the Graduate School Board decision and announced to the applicant.

(7) Admission conditions for Foreign National Candidates are determined by Graduate School Administrative Board and approved by Academic Council.

(8) Students who apply for graduate programs, must be certify that they have passed one of the national and/or international English examinations recognized by SU at a level determined by SU also or must be successful in the SU English Language Assessment Exam. Students who cannot get a “Satisfactory” score from SU Language Assessment Exam, register to Foundation Development Year. Students who apply for graduate programs and those who are the citizen of a country official language of which is English, the English proficiency is evaluated by the related Graduate School Board.

(9) PhD program applicants should have taken and received a minimum score of 55 from the Foreign Language Test for either English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese, Persian or should be successful from one of the examinations with an equivalent score determined by the Interuniversity Committee and raising the score according to the features of the program applied is determined by the Graduate School and approved by the Academic Council.

(10) SU graduates who register for graduate programs at SU within 2 years are exempt from SU English Language Assessment Exam.

(11) Students, who complete their master's programs with honour degree at SU, may be exempted from the scientific proficiency exam required for admission to the PhD programs upon the resolution of the Jury. In order to have this applicable, the applicant should apply for the PhD program within the prescribed time.

(12) Students are admitted to SU as full time students for a specific period according to the scope of the agreement with other Higher Education Institutes. At the end of their education period these students take transcripts showing their academic histories.

Transfer from Master Program with thesis to Doctorate Program
ARTICLE 8- (1) Students admitted to Master’s programs may directly apply to transfer to Doctorate programs with bachelor’s degree before the course registrations of the term of which they wish to transfer. Students applied should meet the conditions for Doctorate program admission indicated in Article 7, of this instruction letter and the application for transfer should be determined by the related Graduate School Administrative Board.

Transfer between Master’s Degree Programs
ARTICLE 9- (1) Transfer applications between master’s degree programs with thesis and without thesis are accepted with the approval of relevant Graduate School Board. Students must complete at least one semester in which they registered and they should meet the minimum requirements specified for master program. In this case, the courses taken at master program with thesis or non-thesis are substituted with the courses of the program which they wish to transfer for the master program with thesis or non-thesis by the approval of the Graduate School Board.

Admission Through Transfers
ARTICLE 10- (1) Students, who are registered in another higher education institute which recognized from YÖK, successful at least in one semester of a graduate program and who want to transfer into graduate programs at SU, can be admitted to the University. The graduate or undergraduate diplomas are received from higher education institute in abroad must be recognized by YÖK. In order to be admitted, the application for transfer should be evaluated by the Admission Jury, defined in Article 7, clause 4 and approved by the Graduate School. The Admission Jury evaluates the equivalence of the credits of the student transferred from another university and for its resolution takes into consideration the success of the student in the related university he/she is transferring from and his/her level of English language. Earlier periods of education of transfer students are taken into account in the calculation of the maximum education periods of the students.

Special Student Admission
ARTICLE 11- (1) Students who have graduated or are enrolled in other institutions of higher education that meet the criteria set by the related Graduate Schools can take the courses given in the graduate programs as special students. Applicants for special student status must fulfill the English language level requirements of the related Graduate School. When special students enroll to graduate programs as regular students later on, the courses will be transferred along with the grades they took on special status student, with the decision of the Graduate School Administrative Board. Subject students are given a transcript showing the courses they have enrolled in and their grades on these courses. This certificate is not construed as a diploma or a degree. Special students are not considered as SU students and cannot benefit the rights of the students. Students registered for the graduate programs at SU are not allowed to take courses in special student status.

Scientific Preparatory Program
ARTICLE 12- (1) Applicants, who are found insufficient for the graduate program they are enrolled in, are admitted to the Scientific Preparatory Program. The
period of Scientific Preparatory Program cannot exceed two semesters and the time spent in this program is not included in the periods of the graduate program.

(2) Students, who complete the Scientific Preparatory Program courses, determined by Graduate School Administrative Board, with at least D grade and 2.00 cumulative grade point average (CGPA), can begin their graduate programs. However, during scientific preparation program, student may take courses from the graduate program which they have been accepted, in accordance with the decision of Graduate School Administrative Board.

(3) The credits of the students for the courses in the Scientific Preparatory Program will not be used in the graduate program that they are admitted to.

University Enrollment

ARTICLE 13- (1) Students that are admitted to graduate degree programs and special students must complete the university enrollment process by submitting the required documents to the Directorate of Student Resources within the time periods specified in the academic calendar. The required documents will be announced by SU. The original copies of the required documents or the copies approved by the University are accepted. Proceedings about military service or criminal record take place on the basis of the declaration of the candidate. First registration process which is called as opening a file, can be carried out by an agent authorized by him/her with a power of attorney if the student has an acceptable reason. Students who cannot complete the registration process or submit the required documents within the prescribed period of time are considered to have waived the right for registration. Any student registered in another Higher Education Institution do not have right to register to SU. The registrations of those students who have any missing documents or any alterations or who made false declarations will be cancelled even if the registration process is completed.

Semester Registrations

ARTICLE 14- (1) Students must renew their semester registrations at the beginning of each semester within the periods announced in the academic calendar following the payment of tuition fee and other fees required to benefit from university's utilities, and make course registration by getting the view of their academic advisors. Only the students that will take courses for the optional Summer term should be registered for the term.

(2) Students who did not make their registrations during the regular registration period for fall, spring and compulsory summer terms can carry out the registration during the course add drop period. No registration process can be carried out after the end of the course add-drop period. However, within a 2-week period after add-drop, students with accepted reasons can carry out a make-up process for the registration upon the resolution of the Graduate School Administrative Board and President's approval. Students in this category should fulfill any additional SU requirements.

(3) Any student who fails to register for any semester during his/her education period can renew his/her registration process until the end of make-up process period provided that his/her reason is accepted by the Graduate School Administrative Board. These students must pay tuition fee for the related semester with other fees
required to benefit from university's utilities and any other additional obligations determined by the university. The semester for which such a student is not registered is included in the calculation of maximum period of education.

**Course Add-Drops**

**ARTICLE 15**- (1) Students can add/drop courses during the second week following the beginning of classes in fall, spring and compulsory summer terms. In this process, which is called the add-drop process for courses, students are required to make such modifications in person following the view of their academic advisors. Any add-drop processes after this period are subject to the approval of the Graduate School Administrative Board provided that the reasons submitted by the student are acceptable. Course add-drops are not allowed in optional summer terms.

**Advisors**

**ARTICLE 16**- (1) Following his/her university enrollment, every student is assigned an Academic Advisor. The responsibility of the Academic Advisor is to monitor the student's personal and academic development and provide guidance in the registration, add-drop and course substitution.

(2) A thesis advisor is assigned to the graduate student until the end of the second semester at latest with the proposal of the related Graduate School Board. According to the subject of the thesis a second thesis advisor can be assigned. Thesis advisors are selected among Faculty members or Faculty instructors whose qualifications are determined by the related Graduate School Board.

(3) For the PhD program students, an advisor is to be assigned to each student no later than the beginning of the third semester by the related Graduate School Board. Thesis advisors are selected among Faculty members. Depending on the nature of the thesis content, a second advisor may be assigned. The advisor appointed to the PhD students should themselves hold a PhD degree.

**SECTION THREE**

**Provisions for Instruction**

**Curriculum and Course Load**

**ARTICLE 17**- (1) Any changes to the curriculum and courses of graduate program are determined at the beginning of each semester by the Graduate School Administrative Board. Based on the report with the supporting reasons prepared by the student's advisor, the Graduate School Administrative Board will decide if a student should take courses given at other higher education institutes.

(2) Maximum workload students can take in optional summer term is seven credits.

**Course Credits**

**ARTICLE 18**- (1) The credit value of courses are determined as ECTS and SU credits.

(2) The SU credit value of a graduate course is the sum of 1.0 times the weekly course hours plus 0.5 times of weekly application hours.
European Credit Transfer System represents the weekly workload of the student determined for 7th and 8th levels in accordance with Turkish Higher Education Qualifications Framework and based on gained knowledge, skills and competencies of programs. The credit values of graduate courses are determined by the Graduate School Administrative Board. In optional summer term, for each course, course hours are equal to that of fall and spring terms.

**Examinations**

**ARTICLE 19**

(1) Apart from the mid term exams for every course, students are also required to take final exams.

(2) Instead of a final exam, a project can be given to the student to be completed depending on the nature of the course and the discretion of the faculty member.

(3) A make up exam is given to students who cannot take an midterm or final exam for reasons acceptable to the faculty member.

(4) No make-up exam is given for re-take exams.

(5) Re-take exams are arranged in accordance with the conditions determined by the Academic Council.

(6) Faculty members are not allowed to change the date and time of the final exam and re-take without the approval of the related Graduate School Director.

(7) A make up for the final exam can be given any time until four days before the course registration of the following semester starts. In this case, faculty member the related course is rated as 'I'. Conversion of 'I' grade into a letter grade is explained article 21 clause 2 (a).

(8) Examination papers will be kept in the Graduate School for two years starting from the date of the exam and destroyed at the end of the second year.

**Objection to Examination Grades**

**ARTICLE 20**

(1) Students can apply to the Graduate School in writing within 15 days following the announcement of the exam grades to have their mid-term, final exam or re-take papers reviewed. Following the receipt of the application, the related faculty member reviews the exam paper within five workdays and advise the outcome back to the Graduate School Director. Any modification to the grades are made according to article 24 of this instruction letter.

**Academic Assessment and Grades**

**ARTICLE 21**

(1) Courses are evaluated according to this Instruction Letter provisions and grading for each course for the students is done according to this article. Success in the courses are evaluated by the related faculty member through the mid-terms, final exams and term papers given to the students. Principles of evaluation for the course, weight of the mid-term exams, term papers and final exams will be announced at the beginning of the semester. The lowest passing grade for the courses which are included in the grade point average, is “C” and for the courses which are not included the grade point average (GPA), is “S”. The courses which are not given a grade prescribed in the academic calendar by the Faculty member and which are
included included the grade point average (GPA), is “F”; and for the courses which are not included the grade point average (GPA), is “U”. Any modification to the grades are made according to article 24. Letter grades and coefficients are shown below:

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<th>Letter Grade</th>
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<tr>
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<td>A-</td>
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<td>B</td>
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(2 Grades and their usage are stated as below:

a) “I” is the grade given to students, on condition that the instructor of the course approves student’s request documentary evidences, request petitions provided within 3 days of the final examination, who fulfill the course attendance requirements, but to due some reasons acceptable cannot complete the required course works or take the final exams. Student’s documentary evidences stating the request are sent to Student Resources Unit along with the written petition until the “Last day for grade submission stated in the academic calendar. F” grade is given for the courses which are included the grade point average (GPA) , and “U” grade is given for the courses which are not included in the grade point average (GPA) in case the documents are not send to Student Resources Unit until the stated time.

A grade should be given to student who receives “I” grade for the course by completing the required course work within the stated time determined by the faculty member or should take final exam in the announced time. If the student cannot get a passing grade at the end of these, he-she should take re-take exam on which the date is determined by the faculty member. Student Resources Unit is informed by the related Faculty about “I” grade conversion dates determined until 3 days before the course registration period for the following semester at latest. Until the time stated on the decision, “I” grade, which cannot be converted by using all exam rights, will be converted to “F” grade for the courses which are included the grade point average (GPA) , and “U” grade for the courses which are not included in the grade point average (GPA).

b) ’P’ (Progressing) is given to students who take courses which are not included in the grade point average (GPA)and are in the process of working on their theses.
c) 'S' (Satisfactory) grade is given to students who successfully complete their courses which are not included in the grade point average (GPA) and theses.

c) 'U' (Unsatisfactory) grade is given to students who are not successful in courses which are not included in the grade point average (GPA) and thesis studies.

d) 'T' (Transfer) grade is given to students who transfer from other higher education institute and is given for the students of which courses they have taken earlier in another higher education institute before they start SU graduate programs and which are considered equivalent by the Admission Jury. Also, it is used for the courses which was taken from other higher education institution as a special student while registered at SU and which the equivalency is accepted by Graduate School Board.

e) 'NA' (Not Attendance) grade is given to students who do not fulfill the attendance requirements of a course. 'NA' grade is considered as an 'F' grade for the courses which are included in the grade point average (GPA) and 'U' grade for the courses which are not included in the grade point average (GPA).

f) 'P', 'S', 'U' and 'T' grades are not taken into account in the calculation of grade point averages.

(3) For the courses taken during student exchange programs, credit equivalency and grade adjustments are done by the related Graduate School Board.

**Grade Point Average**

**ARTICLE 22 - (1)** The total SÜ credit point of a student for a course is calculated by multiplying the SU credit of the course by its coefficient. In calculating the Grade Point Average (GPA), the total credit point of a student for all courses is divided by the total SÜ credits of the courses taken. The Cumulative Grade Point Average (CGPA) is calculated by using the same method however taking into account all the courses taken starting from the enrollment of the student in SU. The average figures calculated are shown with two decimals however, in the calculation of academic ranking achievements, all digits after comma are taken into consideration. In CGPA calculations, the last grade for a repeated course is taken into account. The transcripts include all registered courses of the student.

**Announcement of Grades and Grade Reports**

**ARTICLE 23-(1)** Grades given during the periods prescribed in the academic calendar are announced through the semester reports reflecting the academic status after they are entered in student records which is in the responsibility of the Directorate of Student Resources. All the courses, grades and academic status of students starting from the date of first registration of the student in the graduate program are shown on the transcripts and are organized by the Directorate of Student Resources upon the application of the student.

**Errors in Grades**

**ARTICLE 24- (1)** Correction of an error made in an announced course grade is decided by the Graduate School Administrative Board upon the application of the related faculty member. The errors course grades in any semester must have been corrected at the latest before the course registration period of the following semester starts.
Attendance
ARTICLE 25- (1) Attendance is compulsory for all courses, thesis, implementations and projects undertaken by the students. The attendance status of students is monitored by the related faculty members.

Success Auditing
ARTICLE 26- (1) Students whose Cumulative Grade Point Average (CGPA) is at least 3.00 are considered 'Satisfactory' and for students whose Cumulative Grade Point Average (CGPA) is less than 3.00 are considered "Probation" at the end of a semester.

Exemption From the Courses
ARTICLE 27- (1) Students who had taken courses earlier in a graduate program can make a request to be exempted from these courses. In order to have this applicable, students should apply to the related Graduate School in writing together with their transcripts within 15 days starting from the day they register in the University. Subject courses must have been taken in a higher education institute recognized officially by YÖK. 'T' grade given for courses taken earlier and of which equivalence is accepted by the Admission Jury will not be added in the calculation of CGPA and GPA but the grades of the courses taken in SU will be taken into account in the calculation of Grade Point Averages. The resolution of the Graduate School Board should include the number of semesters that will be reduced off the maximum period of education depending on the number of such exempted courses.

(2) Courses, taken for the exemption of Doctorate programs courses while enrolled at master’s program, are notified to Student Resources Unit with the decision of the Graduate School Board before the semester registrations.

(3) Exemption for the courses of the students who have taken courses as a special student at SU before, are being evaluated by the related Graduate school Board if they are eligible for to register as a full-time student to graduate programs.

Repeating Courses
ARTICLE 28- (1) Students who get an 'F', 'U', 'NA' "D", "D+", "C-" grade for a course must take the subject course again. In the event subject courses are elective courses which they could not receive a passing grade or courses dropped from the curriculum, students should take a substitute course approved by his/her academic advisor. In the calculation of CGPA, the previous credit total point received for the repeated courses is replaced with the new credit total point, however all the registered courses of the student are shown in the transcript. Student can not repeat those courses that she/he has passed with "B " grade or above.

Substituting Courses
ARTICLE 29- (1) Courses with the same codes substitute for each other automatically within the scope of principles of repeating courses and no further action is required by the student. Courses with different codes and courses replaced with the
ones taken out of the program can substitute for each other provided that they meet the following criteria:

a) In this process, a course can be substituted for only one other course.

b) Courses taken in the same semester cannot substitute for each other.

c) Course with grades 'B' or above cannot be substituted for other courses.

c) A course taken in the current semester can be substituted with some other course taken in the previous semesters but courses taken in the previous semesters cannot be substituted with each other.

d) Courses can be taken instead of the other courses transferred from other universities with a "T" grade can be taken students must follow the course substitution process.

e) Student submits the request for course substitution to the advisor and upon his approval, the application will be sent by the student to the Directorate of Student Resources for action. Course substitution requests must be submitted to the Directorate of Student Resources for Fall, Spring and compulsory summer terms between the beginning of the eleventh, for optional summer term beginning of the fifth week following the beginning of classes and the last day of final exams specified in the academic calendar.

f) In the calculation of CGPA, the previous total credit point received for the substituted course is replaced with the new total credit point of the last course, this application does not affect the GPA and CGPA calculations at the end of the semester. However all registered courses of the student are shown in the transcript.

g) Enrolled SU student who take courses from other universities under a special student status in order to substitute these courses, should follow the steps below:

1) SU Graduate School Administrative Board has to analyze and approve the content of the course to be substituted.

2) For course substitution, the student has to apply to the Faculty who is enrolled at until the last last day of course registration. The courses approved by the Graduate School Administrative are counted towards the student's degree program at SU with a "T" grade.

3) In Summer term, the maximum amount of SU credit is applied in accordance with the course load indicated in Article 17 of this instruction letter taken from SU or other universities as a special student.

4) The number of the courses taken under special student status during the education period cannot be more than 3. The courses with in the content of special agreement with SU are not included.

Opening Joint Degree Programs

ARTICLE 30- The establishment of joint graduate Programs with institutions abroad is carried out in accordance with the provisions of Designated Institutions of Higher Education Abroad. International joint-degree programs can be opened with the
regulation for “The Establishment of Joint Educational Programs by Institutions of Higher Education with Designated Institutions of Higher Education Abroad.”

Diplomas

ARTICLE 31- (1) The students who have successfully completed the graduate program at the end of any term and should apply to the Student Resources Directorate.

(2) Students are given a Diploma Supplement prepared according to ECTS principles and master’s diploma with non-thesis who have a minimum GPA of 3.00, calculated according to SU credits of all courses taken and with the courses used in the graduation requirements of the master’s program admitted, who are succesful in project course and who meet other conditions for graduation.

(3) Students are given a Diploma Supplement prepared according to ECTS principles and SU master’s diploma with thesis, who have a minimum GPA of 3.00, calculated according to SU credits of all courses taken and with the courses used in the graduation requirements of the master’s program with thesis admitted, who are succesful in thesis exam and who meet other conditions for graduation.

(4) Students are given a Diploma Supplement prepared according to ECTS and doctorate diploma who have a minimum GPA of 3.00, calculated according to SU credits of all courses taken and with the courses used in the graduation requirements of the doctorate program admitted, who are succesful in project course, who submits at least three bound copies of the Doctorate thesis found appropriate as per format and within the one-month period following the date of the thesis exam, and who meet other conditions for graduation.

(5) Only the approved name of the graduate program the student has attended is shown on the diploma. The professional title, if any, for the student who has completed a graduate program in the same field as his/her undergraduate program can be prepared upon request.

(6) In order to receive a graduate diploma from SU, a student, excluding the students admitted to international joint degree programs conducted with an institution of higher education abroad, must have spent his/her last semester as a full time student in a graduate program at SU. Optional summer term is not included in the last term specified.

(7) Students who fulfill at least seven course out of offered courses for the PhD Program but unable to complete this program can transfer to graduate programs, under the decision of the Graduate School Administrative Board. The Graduate School Administrative Board should state which prior courses are accepted and identify the number of semesters spent.

Loss of Diploma and Issuing a New Diploma

ARTICLE 32-(1) In the event a diploma is lost, a new diploma is prepared on one time basis, provided that application is filed at the University, an advertisement is
published in a Turkey-wide newspaper and the required fee is paid. In this case, a statement saying that the diploma is prepared due to its loss, is stated on the diploma.

SECTION FOUR
Master's With Thesis

Graduation Requirements of the Program
ARTICLE 33- (1) Graduate program with thesis consists of non credit seminar course, a thesis and seven courses that totals to not less than twenty-one SU credits.

(2) The maximum duration of a Master’s program with a thesis is three academic years excluding the duration of scientific preparatory program.

(3) Students can take up to two courses from the undergraduate program provided that it is accepted by the Graduate School Administrative Board and that these courses are not taken previously during the period of undergraduate program. In addition, upon the recommendation of the academic advisor and the decision of the Graduate School Administrative Board, students can take courses of graduate programs from other higher education institutes which would be included in the graduation requirement of the program attended.

(4) Students, who completed their maximum education period, may register to continue their education by paying the required fees determined by the University and by paying the required fees for University utilities in accordance with the Article 44 of the Law numbered 2547.

Thesis
ARTICLE 34- (1) Students successfully completing required coursework must prepare and submit a thesis in order to receive a graduate degree. Students must register for their thesis courses for each semester beginning from the third semester.

(2) The Thesis Jury for the Graduate Program is appointed by the Graduate School Board resolution based upon the recommendation of the related Graduate School at latest a month ago before the defense date of thesis. The thesis Jury consists of 3 or 5 faculty members or faculty members whose criteria specified by the related Graduate School Board ; one is the student's thesis advisor, at least one from another field at SU Faculty or other institutions of higher education faculties. If the Thesis Jury consists of 3 people, the second thesis advisor cannot be a jury member. Moreover, one substitute member is also assigned.

(3) Any student who completes his/her thesis study within the specified period has to write and defend it against the Jury in English unless otherwise is stated at the beginning of the graduate program.

(4) Unbound copies of the thesis approved by the thesis advisor, are submitted to the related Graduate School with the approval of the thesis advisor.

(5) Jury members meet within one month starting from the submission of the thesis and prepare and submit their report to the Graduate School. Thesis exam has two phases, one of which is a presentation of the thesis and the other consisting of questions and answers, and this exam is open to listeners.
(6) At the end of the exam, the Jury resolves in majority and privately if thesis is accepted, rejected or any modification is required on it. The members of the Jury are not allowed to give abstaining votes. The Jury informs the related Graduate School of the decision reached within 3 days at most with the written records of the exam. The student whose thesis is decided to be modified makes the required changes and defends his/her thesis against the same Jury within maximum 3 months. Such students, who are asked to review their theses, must register for the extra period. Students, whose thesis is refused after correction, are given a new thesis subject, or if they make a demand, students’ enrollment with thesis is cancelled by issuing a non-thesis graduate degree diploma on the condition that they meet the requirements of the program such a course load, writing a project, and such requirements.

(7) Provided that other requirements are also fulfilled, graduate students, who submit minimum 3 bound copies of the thesis accepted and signed by the members of the Jury to the related Graduate School within one month from the date of the exam, are entitled to Master’s diploma with thesis.

SECTION FIVE
Master's Without Thesis

Graduation Requirements of the Program

ARTICLE 35 – (1) Graduate program without thesis consists of ten courses that totals to not less than thirty SU credits and semester project course which is not included in the grade point average.

(2) Graduate program without thesis should be completed in maximum 3 years excluding scientific preparatory and optional summer term.

(3) Upon the recommendation of the academic advisor and the decision of the related Graduate School Administrative Board, students can take courses of graduate programs from other higher education institutes which would be included in the graduation requirements of the program attended.

(4) Students must register in the semester project in the period it is given and submit a written report at the end of the semester.

(5) Students can take up to three courses from the undergraduate program provided that it is accepted by the related Graduate School Administrative Board and that these courses are not taken previously during the period of undergraduate program.

(6) Students who successfully complete their courses which are included in the grade point average and semester project are eligible to graduate.

(7) Students, who completed their maximum education period, may register to continue their education by paying the required fees determined by the University and by paying the required fees for University utilities in accordance with the Law numbered 2547, Article 44.
SECTION SIX
Double Master's Without Thesis

Purpose
ARTICLE 36- (1) A "Double Master's Degree Program without Thesis" where two master degrees from two complimentary fields are earned can be designed.

Offering Double Master's Without Thesis
ARTICLE 37- (1) "Double Master's Degree Program without Thesis" can be offered with the proposal of the Graduate School Board and the approval of The Board of Trustees.

Graduation Requirement of the Program
ARTICLE 38- (1) Double Master's Program Without Thesis is at least sixty SU credits program where 10 courses with a total credit of 20 need to be taken from in addition to a project which is not included in the grade point average.

(2) Double Master's Program Without Thesis should be completed within a maximum of three years excluding the duration of scientific preparatory program

(3) At the end of the program, students must have at least a 3.00 CGPA calculated by the SÜ credits from the courses used in the graduation requirements and all the courses taken from both of the programs, complete the courses with SÜ credits included to grade point average and semester projects, if needed to satisfy other requirements to graduate from the program.

(4) Upon the recommendation of the academic advisor and the decision of the related Graduate School Administrative Board, students can take courses of graduate programs from other higher education institutes which would be included in the course load of the program attended.

(5) Students must register to the semester project in the semester it is offered and submit a written report at the end of the semester.

(6) Students can take at most three courses, that are not taken before, from undergraduate programs with the decision of the related Graduate School Administrative Board.

(7) Students who leave the program at any time during the course of their study can be transferred to any of the graduate programs at the university with the decision of the related Graduate School Administrative Board.

(8) Students, who completed their maximum education period, may register to continue their education by paying the required fees determined by the University and by paying the required fees for University utilities in accordance with the Law numbered 2547, Article 44.

SECTION SEVEN
Doctorate Program

Graduation Requirements of the Program
ARTICLE 39-(1) PhD program; for students admitted with a master degree with thesis consists of seven courses that totals to not less than twenty-one SU credit, for students
admitted with an undergraduate degree consists of 14 credit courses that totals to not less than 42 SU credits, Doctoral Qualifying Exam, proposal and thesis study.

(2) The courses with SU credits in the PhD program should be completed ; for students admitted with a master degree with thesis in maximum 2 years, for students admitted with an undergraduate degree in 3 years and the entire program should be completed in; for students admitted with a master’s with thesis in maximum six years, for students admitted with an undergraduate degree in maximum nine years excluding the optional summer term. Students, who are successful in the Doctoral Qualifying Exam and whose thesis proposals are accepted, but who cannot take the thesis exam as their thesis studies are not completed, may be given extended periods of minimum of six months each time by the related Graduate School Administrative Board enabling them to defend their thesis against the Jury. Such students must also register semester for the additional periods they are granted.

(3) Students, who cannot satisfy the required conditions within the maximum education period in the second clause of this article, may register to continue their education by paying the required fees determined by the University and by paying the required fees for University utilities in accordance with the Law numbered 2547, Article 44.

(4) Students, admitted to the program with undergraduate degree, are given a non-thesis master’s diploma if they make a demand, on the condition that they meet the requirements of the program such a course load, writing a project, and such, if they are not successful in thesis if they make a demand.

(5) Upon the recommendation of the academic advisor and the decision of the related Graduate School Administrative Board, students can take courses of graduate programs from other higher education institutes which would be included in the course load of the program attended.

(6) Courses from undergraduate programs are not counted towards the PhD graduation requirements. Registration for undergraduate courses, which will not be counted towards the student's doctorate graduation requirements, is made by Student Resources Unit upon the decision of related Graduate School Administrative Board.

**Doctoral Qualifying Exam**

**ARTICLE 40-(1)** Doctoral Qualifying Examinations are offered twice a year. Students; admitted with a graduate degree must succeed the Doctoral Qualifying Exam within the first 5 semesters, where the students admitted with an undergraduate degree must succeed within the first 7 semesters excluding the optional summer term.

(2) The Doctoral Qualifying Exams are executed by Doctoral Qualifying Committee assigned by related Graduate School Board, consisting of 5 full time faculty members of SU. The Doctoral Qualifying Exam is given in both written and oral form by a Jury selected from the Faculties and Graduate Schools of SU by the Graduate School Administrative Board.

(3) The Doctoral Qualifying Committee decides whether the student is successful or has failed on the basis of a majority vote, taking written and oral examination scores into consideration. This final decision will be reported in written to the related Institute within three days.

(4) Students that are not successful in the Doctoral Qualifying Exam take it again in the following semester. Students that are successful either in the verbal or the written part of the exam will only have the part that he/she has been unsuccessful in the following term.
(5) The Doctoral Qualifying Committee may ask the student who is successful in the Doctoral Qualifying Exam to take additional courses not exceed totally 1/3 of SU credits even if the course load is completed.

**Thesis Committee and Defense of Thesis Proposal**

**ARTICLE 41-** (1) The Thesis Committee is formed by the Graduate School Administrative Board for the students who complete the Doctoral Qualifying Exam. A Thesis Committee consists of 3 members: the thesis advisor, SU faculty member within the same program, and faculty member from other related institutions of a different field. At most one of the committee member may be from other higher education institution. A second thesis advisor can be assigned if required, can not be a thesis committee member but can join to Committee meeting. There may be changes in the members of the Thesis Committee with the decision of the related Graduate School Administrative Board.

(2) The student who is successful in the Doctoral Qualifying Exam defends verbally before the Thesis Committee his/her thesis proposal including the purpose, method and study schedule of the research that he will make, within maximum six months. The student is required to deliver a written report on this issue to the members of the Committee in maximum fifteen days before the verbal defense.

(3) The Thesis Committee decides in majority on the acceptance or rejection of the thesis proposal submitted and informs the Graduate School in writing within 3 days.

(4) Students whose dissertation proposal is accepted, may apply to Graduate School Board to change the thesis subject in which they registered.

(5) The student whose thesis proposal is rejected or whose new thesis subject request is approved by Graduate School Board is found suitable by the Board of Institute is entitled to select a new advisor and a new subject. In this case, a new Thesis Committee can be assigned.

(6) The Thesis Committee meet twice a year (in periods during January-June and July-December) for students whose thesis proposal is accepted. The student is subject to prepare a written report to the committee members at least one month prior to the meeting date. The summary of all studies accomplished since this date and the study plan for the following semester should be stated in this report. The student’s thesis study grade is determined by the committee as Unsucceesful(U) or Succeful(S).

**Thesis**

**ARTICLE 42-** (1) Students who are successful in their PhD thesis proposals may defend their thesis at least one semester later. Unless otherwise is stated, students must write and defend the thesis in English before the Jury.

(2) The Thesis Jury for the graduate program is appointed by the resolution of the Graduate School Administrative Board based upon the recommendation of the related Graduate School at latest 1 month before the defense of thesis. The jury consists of 5 members; 3 of them are faculty members of the Thesis Committee and at least one of whom is from another higher education institution.

(3) The defense of the thesis is made within one month after it is submitted to the Jury. The date and place for the defense of the thesis is announced at least one week in advance and is available for the members of the related Graduate School to review. Thesis exam has two phases, one of which is a presentation of the thesis and the other consisting of questions and answers, and this exam is open to listeners.
(4) After the defense of the thesis, the Jury resolves by majority and privately if the thesis is "Accepted", "Rejected" or "Modification" required on it and informs the Graduate School of its decision within three days following the defense, in writing. The student whose thesis is decided to be modified makes the required changes and defends the thesis against the same Jury again within maximum six months. Such students, who are asked to review their theses, must register for semester. Students whose thesis is rejected, or thesis was rejected on defense after correction are given a new thesis topic. Students, admitted to doctorate programs with undergraduate degree, are given a master’s diploma with non-thesis upon their request, if they fail in thesis and if they meet the conditions stated in Article 39, clause 4 of this instruction letter.

(5) Provided that other requirements are also fulfilled, PhD students, who submit minimum 3 bound copies of the thesis accepted and signed by the members of the Jury to the related Graduate School within one month from the date of the exam, are awarded to diploma.

SECTION EIGHT
Other and Last Provisions

Withdrawal from the University and Canceling the Registration

ARTICLE 43-(1) Students can apply to the Directorate of Student Resources at any time to withdraw from the University or cancellation of the registration in the optional summer term. Processes to be carried out for reimbursement and registered courses for these students are explained below:

a) If the application for withdrawal from the University for Fall, Spring and compulsory Summer terms, is made by the students from the start date of the semester until the end of course registrations period they are not obliged to pay any tuition fees and other fees required to benefit from University facilities. Any payments made are returned to student. In order to get the refund, students should not have any unpaid balance to the University and should return all the goods and equipment provided by SU for the student's use without any damage. In order to return the fees, students should have no obligation to the University.

b) If the application for withdrawal from the University for Fall, Spring and compulsory Summer terms is made by the student from the start date of the semester until the end of the fourth week or cancellation of the registration in the optional summer term until the last work day following to second week after the beginning of classes; 25% of the registration fee must be paid. If more than this amount is paid a refund is given. In order to get the refund, students should not have any unpaid balance to the University and should return all the goods and equipment provided by SU for the student's use without any damage. In order to return the fees, students should have no obligation to the University. No refunds shall be made for applications after that date.

c) If the student applies to withdraw from the University for Fall, Spring and compulsory Summer terms until the last work day of the tenth week after beginning of classes for fall and spring terms, or cancellation of the registration in the summer term until the last workday following the second week after the beginning of classes the registered courses are deleted from the semester records. Request for withdrawal from the University will be processed as of next semester following the request by entering the grades and the courses
into student records.

c) The students, who left the University with any reason, are given original documents which they submit during University registration on condition that they complete the registration cancellation procedures and the copies are kept in student’s file in the University.

d) If the students, who left the University, elect to register in SU again, must fulfill all the requirements of acceptance applicable to all new students specified in this instruction letter.

Reasons for Semester Leave

ARTICLE 44- (1) Students can apply for a semester leave due to health, financial, personal, academic reasons, family affairs, for education in abroad or unexpected incidents provided that they document it. Students are considered to be on semester leave for the period on which they apprehended, convicted or searched for by the authorities, in accordance with the decision of related Graduate School Administrative Board by making an application for semester leave until they are released.

Period of Semester Leave

ARTICLE 45- (1) Graduate students can go on semester leave at most one academic year at once, for 4 semesters in total however, and totally 6 semesters for programs with compulsory summer semester. Students registered in Scientific Preparatory Year can go on semester leave at most two semesters. The periods of semester leave are not included in the period of education.

Application for Semester Leave

ARTICLE 46- (1) Students who want to go on semester leave submit their applications to the relevant Faculty Dean's Office with the supporting documents four weeks before starting date until the last working day of Final Exams. The request for semester leave is reviewed and concluded following the approval of Graduate School Administrative Board. If the request for leave is accepted, the date of the Graduate School Administrative Board’s approval is taken as the beginning of the leave period.

Going on Semester Leave

ARTICLE 47- (1) The principles are mentioned below for students who go on semester leave.

a) If the student applies for semester leave (for Fall, Spring and compulsory Summer term) after the courses start but before the last day of the fourth week and if the request for semester leave is accepted he/she has to pay 25% of the registration fee for the academic year.

b) Between the first day of fifth week and until the last working day of before four weeks of start date of final exams, in order to start the leave procedure; if the request for semester leave is for one semester, the student has to pay 50% of the registration fee for the semester, and if the request for semester leave is for one academic year, the student has to pay 50% of the registration fee for the academic year. After this date, total tuition fee for semester should be paid in case of evaluating the applications essentially until the last day of courses of the related semester and if accepted, No refund will be made.

c) In order to start leave procedure, students should pay more than the amount of the
fee paid to the University and should return all the goods and equipment provided by SU for the student's use without any damage. In order to return the fees, students should have no obligation to the University. Registration fees paid by the students within the leave periods are not discounted in the first term they are registered. If the application for semester leave made by the student is accepted by the related Faculty Board and all fees are paid by the student, the registered courses are deleted from the student's semester records.

c) The facilities provided by the University and student rights for which students can benefit, will be determined by the University Senate throughout the duration of their semester leave.

Coming Back From Semester Leave

ARTICLE 48-(1) Following a semester leave, students can register for the semester by paying the required tuition fee and by fulfilling obligations as determined by University and continue their education. If students want to return to school while on semester leave, they apply with a petition to related Graduate School Directorate. The leave of absence fee paid for the concerned semester by a student who has returned from the leave of absence in this way upon the approval of the Graduate School Administrative Board is deducted from the tuition fee for the registered semester.

Disciplinary Actions

ARTICLE 49-(1) Disciplinary status of the students is monitored in accordance with the principles set by SU and within the framework of Instruction Letter of Disciplinary Actions for Students published on August 18, 2012 in the Official Gazette numbered 28388.

Scholarships

ARTICLE 50- (1) Distribution of scholarships to students, provided by various resources, is carried out by a Committee assigned by the President in accordance with the rules set by University.

Fees

ARTICLE 51-(1) Yearly tuition fees are determined each year by the Board of Trustees. Student should pay the required fees. Students who do not pay the tuition fee in order to get benefit facilities provided by the University within the specified period at the beginning of each semester, are not registered.

(2) The students under disciplinary action, have to pay the tuition fee during their suspension period. No refund will be made to these students.

Provisional Clause

ARTICLE 52 – (1) For the issues, which are not covered in this regulation, related regulations and instructional provisions of Academic Council are applied.

Instruction Letter Out of Date

ARTICLE 53-(1) Instruction Letter for Sabancı University Graduate Programs published on January, 05 2014 in the Official Gazette numbered 28873 is out of date.

Effectivity

ARTICLE 54- (1) This instruction letter becomes effective on the date it is published in the Official Gazette.

Execution
ARTICLE 55-(1) Provisions of this instruction letter shall be executed by the President of Sabancı University.